

CITY OF ENCINITAS CIVIC ARTS PROGRAM

CIVIC CENTER GALLERY • 2-D EXHIBIT INFO SHEET

Encinitas City Hall, 505 S. Vulcan Avenue, Encinitas, CA 92024, (760) 633-2600

INSTALLING THE ARTWORK

1. The exhibit will be installed by the artist and arts staff.
2. The gallery is outfitted with an art hanging system. Each cable can support up to 70 lbs. Two small artworks may be hung vertically on one cable.
3. Each artwork must have wire on the back for hanging and be presented with clean glass/acrylic and frames.
4. The front wall of the gallery has an abundance of natural sunlight with a halogen lighting system for evening viewing. The hallways have fluorescent fixtures.
5. The artist is responsible to develop a layout where the art is to be placed in the gallery, based on the gallery dimension information. Please note: artwork is needed on all gallery walls.
6. The artist is responsible to provide small 2" x 3" wall signs, on white paper, for each artwork. List the *title*, media, year, artist name, price or NFS (not for sale), phone, email and website. Wall signs are placed to the bottom right of each work. The City provides the adhesive.



GALLERY DIMENSIONS

1. Glass wall: 27' long x 10' high.
2. Doorway: east wall: 4'7" long x 10' high;
west wall: 4'7" long x 10' high.
3. Hallway: north wall: 12'6" long x 10' high;
south wall: 7'3" long x 10' high.
4. Council Chamber Entry:
west wall: 4' long x 10' high;
south wall: 3'6" long x 10' high;
north wall: 2'10" long x 10' high.
5. Poinsettia Room Entry:
west wall: 3' long x 7' high;
north wall: 7' long x 7' high.

Total linear feet hanging space: 76'3"

ART SALES

- 1) All income from the sale of art goes to the artist. The exhibition opportunity is a service to local artists.
- 2) Artists are encouraged to be flexible in pricing given there is no gallery commission—affordably priced art sells well (under \$300).
- 3) The exhibit must stay in tact for the duration of the exhibit.

PUBLICITY

- 1) The artist promotes the exhibit to the media, clients and friends—a Media Contact List is available from arts staff. Reporters respond well to artists and will often write a story. Give them a call and discuss your art with them.
- 2) Exhibit information is included in the City's weekly eblast to the community, the monthly Encinitas Arts & Events Calendar and the City website.
- 3) Arts staff will make an exhibit poster for the gallery using JPG images submitted by the artist.
- 4) Info on the exhibit will be listed in the 2014 Exhibit Schedule, located on the Visual Art webpage:
www.Encinitasca.gov/VisualArt

OPENING RECEPTION

1. You may host an opening reception, if you wish. It may be possible to partner on the reception with the 3-D artist who is exhibiting in the gallery concurrently—contact arts staff for contact info.
2. The reception must take place on a day when City Hall is open, Monday-Friday, from 5:00-7:00pm. City Hall is closed on alternating Fridays.
3. Arts staff can provide up to three 6' x 3' tables for your use. After the reception, place tables in the lobby against the reception desk.
4. The artist provides food and non-alcoholic drinks, table cloths, napkins, cups, etc.
5. The reception is held in the outdoor courtyard in the spring, summer and fall, and inside the lobby in the winter.
6. The artist may bring additional artwork, cards, etc. to sell at the reception.
7. The artist is expected to promote the reception to the media, client list, family and friends. The success of the reception depends on the artist. A Media Contact List is available from arts staff.



GALLERY INFO

The Civic Center Gallery is located in the lobby of City Hall, 505 S. Vulcan Avenue, Encinitas, CA 92024.

Hours: Monday-Friday from 7:00am-6:00pm. City Hall is closed on alternating Fridays. The Gallery is staffed by two city employees who help promote the art and artist. Phone: (760) 633-2600.

CONTACT

Jim Gilliam, Arts Administrator, jgilliam@encinitasca.gov, (760) 633-2746

Cheryl Ehlers, Arts Program Assistant, cehlers@encinitasca.gov, (760) 633-2748

Arts Division, City Manager's Office, City of Encinitas, 505 S. Vulcan Avenue Encinitas, CA 92024

www.EncinitasCA.gov/arts, Fax (760) 633-2627